

REQUEST FOR QUALIFICATIONS

IDAHO TRANSPORTATION DEPARTMENT

SH-44, Linder Road to Ballantyne Lane

Project No. A013(059)

Key No. 13059

APPENDIX B: FORMAT AND ORGANIZATION OF STATEMENT OF QUALIFICATIONS

Thursday, March 15, 2012

Addendum 1 – April 4, 2012

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Organization. The SOQ shall be organized as follows and as depicted in Table B-1 below:

- A) Seven sections:
 - 1) Section 1 – Cover Letter and Other;
 - 2) Section 2 – Legal;
 - 3) Section 3 – Financial;
 - 4) Section 4 – Organization and Key Personnel;
 - 5) Section 5 – Experience of the Firms;
 - 6) Section 6 – Past Performance;
 - 7) Section 7 – Project Understanding and Approach; and
- B) One Appendix – Legal Documents.

Pages and Binders. The sections and appendix shall consist of loose-leaf pages that are 8 ½” by 11”, except for charts, exhibits, and other illustrative and graphical information, which may be submitted on 11” by 17” paper and folded to 8 ½” by 11”. The page limits for each section are defined in Table B-1. The seven sections and Appendix shall be combined in one three-ring binder. The sections (and, optionally, subsections) shall be separated with lettered or numbered dividers. Color photographs, renderings, and brochures shall be adequately bound and suitably protected for handling and circulation during review and evaluation.

Page Format. Text shall be in a standard font that is a minimum of ~~12~~11 points in size, single-spaced, and printed single-sided. Each page shall be numbered consecutively within each section (i.e., 1-1, 1-2...; 2-1, 2-2...; 3-1, 3-2..., etc.). Text shall be inside 1" margins of each page with the exception of company name/logo and page headers/footer may be within margin. These parameters also apply to any 11” by 17” pages.

Clarity and Conciseness. Proposers should make every effort to present information clearly and concisely. Documentation that is difficult to read may be rejected and may lead to disqualification.

Reproducibility. All SOQ pages shall be easily reproducible in black and white by standard photocopying machines.

Submittal. One original and five (5) hard copies (numbered sequentially in the format: 1 of ~~56~~, 2 of ~~56~~,...~~56~~ of ~~56~~) of the SOQs and appendix shall be provided along with one copy of the SOQ in electronic format, broken up by section as individual PDF files on a CD, DVD, or portable flash drive.

Any additional Appendices or information provided by the Proposer but not requested by the Department will be removed from the Proposal, returned to the Proposer, not to be reviewed by the Department.

Table B-1: Specifications for SOQs

SOQ Section	Section Title and Required Information	RFQ Reference	Max. Points Available
Section 1	<u>Cover Letter and Other:</u> <ul style="list-style-type: none"> Cover Letter (one (1) page); <u>Form A</u>, Acknowledgement of Receipt (one (1) page); and <u>Form C</u>, Proposer Conflict of Interest Disclosure (two (2) pages). 	4.4.1.1 & 4.4.1.4	P/F
Section 2	<u>Legal:</u> <ul style="list-style-type: none"> <u>Form O</u>, Proposer's Organization Information (one (1) page); and Express statement of liability, if necessary (one (1) page each). 	4.4.1.2	P/F
Section 3	<u>Financial:</u> <ul style="list-style-type: none"> Surety Letters. 	4.4.1.3	P/F
Section 4	<u>Organization and Key Personnel:</u> <ul style="list-style-type: none"> Organizational Chart (one (1) page, no larger than 11" by 17"); <u>Form K</u>, Proposed Key Personnel (one (1) page); and Resumes (no more than two (2) pages each). 	4.4.2.1	25 Points
Section 5	<u>Experience of the Firms:</u> <ul style="list-style-type: none"> <u>Form E</u>, Project Experience (no more than three (3) examples for each Major Participant, no more than two (2) pages for each form). 	4.4.2.2	25 Points
Section 6	<u>Past Performance:</u> <ul style="list-style-type: none"> <u>Form P</u>, Past Performance (no more than four (4) three (3) pages per Major Participant); and <u>Form S</u>, Safety Questionnaire (two (2) pages). 	4.4.2.3	10 Points
Section 7	<u>Project Understanding and Approach:</u> <ul style="list-style-type: none"> Description of the understanding of the project and approach to achieving project goals; Identification of potential impacts, impediments, and conflicts and approach to reducing risk; and No more than seven (7) pages total, inclusive of 8-1/2" X 11" pages and no more than two (2) 11" X 17" pages (graphics only). 	4.4.2.4	40 Points
App. A	<u>Legal Documents:</u> <ul style="list-style-type: none"> Powers of attorney; Copy of agreement or proposed legal structure for Proposer. 	4.4.1.2.D	P/F